

PUBLIC HEARING

APPLICATION PACKET

Preliminary and Final Subdivision Plat
Preliminary and Final Planned Unit Development (PUD)
Special Review Use (SRU)
Right-of-way / Easement Vacation

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Applications Requiring Preliminary Review by City Council

Ordinance No. 1573, Series 2007 modified the land use review process to require preliminary subdivision plats and preliminary planned unit development (PUD) plans meeting specific criteria to be reviewed by City Council **after review** has been completed by the Planning Commission. The specific criteria are as follow:

- 1) Multi-family project
- 2) Single family developments exceeding six units
- 3) A preliminary development application requiring a Special Review Use
- 4) A preliminary development request seeking relief from the underlying zoning as set forth in title 16 and 17 of the Louisville Municipal Code or any relief from applicable provisions of the Commercial Development Design Standards and Guidelines (CDDSG) or the Industrial Development Design Standards and Guidelines (IDDSG)

The City Council review of the preliminary projects meeting the above criteria is subject to the following:

- 1) A public hearing will be held during a regular City Council meeting following the review and recommendation by the Planning Commission.
- 2) The City Council public hearing will be noticed in the same manner as the public hearing before the Planning Commission.
 - a. A public hearing notice shall be published fifteen days in advance of the Council meeting.
- 3) A postal mailing to the surrounding properties owners, as was done for the Planning Commission, shall be completed fifteen days in advance of the Council meeting.
- 4) The Council shall review and consider the Planning Commission's findings and recommendations, any staff reports, any referral agency comments and the minutes (possible draft copy only) from the public hearing before the Planning Commission.
- 5) The City Council may approve, approve with conditions, deny or remand back to the Planning Commission.

Applications Requiring Preliminary & Final Review

Summary of Review Process

1. **Pre-application Conference:** (see page 11) is required for all projects. Call to arrange an appointment with a Planner.
2. **Submit Application:** Applicant is required to submit **all** documents as determined during the Pre-application Conference. Call to arrange a required appointment with the Case Manager.
3. **Referral:** Once the application is determined to be complete, Staff refers the completed application and all applicable information to other City Departments and outside agencies for comment.
4. **Comments to Applicant:** Staff reviews and compiles comments received during the referral process and relays, in writing, all comments to the Applicant.
5. **Plan Submittal:** Applicant submits the requested number of plan sets for the Planning Commission Public Hearing on the application.
6. **Planning Commission Public Hearing:** The Planning Commission holds a public hearing and will either approve (with or without conditions), deny, or they may continue the hearing to a specific date, generally within 30 days. The applicant should attend the public hearing.
7. **City Council Preliminary Review:** The City Council will hold public hearings on the following application types:
 - a. Multi-family project
 - b. Single family developments exceeding six units
 - c. A preliminary development application requiring a Special Review Use
 - d. A preliminary development request seeking relief from the underlying zoning as set forth in title 16 and 17 of the Louisville Municipal Code or any relief from applicable provisions of the Commercial Development Design Standards and Guidelines (CDDSG) or the Industrial Development Design Standards and Guidelines (IDDSG).
8. **Final Application Conference:** Following Planning Commission approval, an informational meeting between Staff and the Applicant is required. This meeting is intended to assist the applicant in finalizing conditions of approval or other minor issues and to advise the applicant of submittal requirements for the final application submittal.
9. **Final Application process:** Repeat steps 2 – 6 for the final revised application and plan sets.
10. **Final Revision:** When the final application is approved by the Planning Commission the applicant will revise the plan sets prior to submittal for the public hearing to be held before the City Council.
11. **Final Plan Submittal:** The applicant submits the requested number of plan sets for the City Council Public Hearing by the date provided by City Staff.

12. **City Council Public Hearing:** City Council holds a public hearing and takes final action or remands the application to the Planning Commission for further review. The applicant should attend the public hearing.
13. **Finalize conditions and prepare for Mylar Recordation (see pages 27 & 28):** When the application is approved by the City Council the applicant and staff will hold an informational meeting with the intention to finalize conditions of approval or other minor issues. The applicant will also know the steps required for recordation which is to be completed before a building permit can be issued.

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Applications Eligible for Final Review

Final PUD
Special Review Use
CMRS Public Hearing

Minor Subdivision Plat
Right-of-Way / Easement Vacation

Summary of Review Process

1. **Pre-application Conference:** A Pre-application Conference (see page 11) is required for all projects. Call to arrange an appointment with a Planner.
2. **Application Submittal:** By the application deadline, the Applicant is required to submit **all** documents as determined during the Pre-application Conference. Call to arrange a required appointment with the Case Manager.
3. **Referral:** Staff refers the completed application and all applicable information to other City Departments and outside agencies for comment.
4. **Comments to Applicant:** Staff reviews and compiles comments received during the referral process and relays, in writing, all comments to the Applicant.
5. **Plan Submittal:** Applicant submits requested number of plan sets for the Planning Commission Public Hearing on the Final application.
6. **Planning Commission Public Hearing:** The Planning Commission holds a public hearing and will either approve (with or without conditions), deny, or they may continue the hearing to a specific date, generally within 30 days. The applicant should attend the public hearing.
7. **Final Revision:** When the Final application is approved by the Planning Commission the applicant will revise the plan sets prior to submittal for the public hearing to be held before the City Council.
8. **Final Plan Submittal:** The applicant submits the requested number of plan set for the City Council Public Hearing by the date provided by City Staff.
9. **City Council Public Hearing:** City Council holds a public hearing and takes final action or remands the application to the Planning Commission for further review. The applicant should attend the public hearing.
10. **Finalize conditions and prepare for Mylar Recordation (see pages 27 & 28):** When the application is approved by the City Council the applicant and staff will hold an informational meeting with the intention to finalize conditions of approval or other minor issues. The applicant will also know the steps required for recordation which is to be completed before a building permit can be issued.

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Pre-Application Conference

AN APPLICATION WILL NOT BE ACCEPTED WITHOUT A PRE-APPLICATION CONFERENCE

PLEASE CALL THE PLANNING DEPARTMENT TO SCHEDULE

A Pre-application Conference is required by Louisville Municipal Code (LMC) prior to submitting any land use application. (LMC Sections 16.12.010 and 17.28.140)

A Pre-application Conference is intended to assist an applicant in becoming acquainted with the City's land use regulations and development review procedures. The meeting will be with a Staff Planner and other City Staff, as necessary. An applicant will be informed of relevant ordinances and design standards and guidelines during this meeting, as well as minimum application submittal requirements.

The applicant is expected to present a sketch site plan of the proposal for discussion. Additional information / plans may also be required.

NO formal or binding decisions are made during the Pre-application Conference.

At the conclusion of the Pre-application Conference the applicant should have a clear understanding of **ALL** documents required to be submitted to the Planning Department by the application deadline date (see Development Review Schedule).

The following additional reports will be discussed during the pre-application as to the applicability to the project:

- a. Drainage / Grading
- b. Environment Site Assessment
- c. Fiscal Impact Analysis
- d. Traffic Study
- e. Other as required by staff

If any of the reports are required then 3 copies of each report is required at submittal.

The following table will be completed during the pre-application conference to determine the number and size of plan sets to be submitted at the time of application.

City of Louisville	Communities	Utilities / Other Agencies
Building Safety Division	Boulder County	Comcast
City Manager (1)	City of Boulder	Xcel Energy
City Attorney	City/County of Broomfield	QWest Communications
Economic Development (1)	City of Lafayette	RTD
Parks & Recreation (2-3)	Town of Superior	CDOT Region 4 (Greeley)
Public Safety		CTC Metropolitan District
Public Works (2)	Other Community	BNSF Railway
Wastewater	Downtown Business Association	CTC 1 Owner's Association, Inc.
Fire District / Fire Marshall (2)	Housing Authority	NW Parkway Highway Authority
	Boulder Valley School District	Northern CO Water Conservancy Dist.
Other City of Louisville	Home Owner Associations:	FEMA
Historic Preservation Commission		
Lsvl Revitalization Commission		Ditch Company:

Submittal Requirements

Preliminary Subdivision Plat:

A, B, C, D, E, F, G, H, I (1, 4, 5, 6), J, K, Q, R

Final Subdivision Plat

A, B, C, D, E, F, G, H, I (1, 4, 5, 6), J, K, Q, R

Preliminary Planned Unit Development (PUD)

A, B, C, D, E, F, G, H, I (2, 4, 5, 6, 7), J, K, Q, R

Final PUD

A, B, C, D, E, F, G, H, I (2, 4, 5, 6, 7, 8, 9, 10), J, K, L, M, Q, R

Special Review Use (SRU)

A, B, C, D, E, F, G, I (3, 7, 8, 9, 10), J, N, Q, R

Right of Way (ROW) / Easement Vacation

A, B, C, D, E, F, G, I (1, 4), O, P, Q, R

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NOTE: Submittal / Content requirements per Louisville Municipal Code (LMC). ALSO see pages 13-19.

Preliminary Subdivision Plat:

LMC Section 16.12.050 – Preliminary Plat - Contents

Final Subdivision Plat:

LMC Section 16.12.090 – Final Plat Contents

Preliminary PUD Site Plan:

LMC Section 17.28.160 – Application Submission

Final PUD Site Plan:

LMC Section 17.28.180 – Final Development Plan – Submission Requirements

Special Review Use:

LMC Section 17.40.020 – Application, Form; Contents
LMC Section 170.40.100 – Criteria and conditions for approval

+

Number of Plan Sets:

See the completed table on page 11 to determine the number and size of plan sets to be submitted at time of application.

A. Land Use Application Form

B. Letter of request describing proposed use –
such as hours of operation, parking requirements.
Written justification for requested exceptions to City
zoning requirements and/or Design Standards.

C. **Proof of Ownership.** Copy of deed & legal description. Conveyance deeds must be executed & recorded.

D. Application Fee (see page 31)

E. List of property owners' address within a 500 foot radius of project. Contact the Planning Department for assistance in completing this requirement.

F. Public Notice Envelope Requirement: Confirm with staff the number of sets required for public notice.

1. Plain White business size (#10) envelope. NO self-sealing envelopes.
2. 1st class postage – NO metered postage.
3. Property owner address affixed to envelop.
4. No return address.

G. Current Title Insurance Commitment or Policy
(within 6 months of submittal)

H. Mineral Interest Notification (CRS 24-65.5-103)

I. Plan Sheets: Collated, bound and folded.
(Suggested order of sheets.)

1. Subdivision Plat
2. Development Plat
3. SRU Plan
4. Land / Improvement Survey
5. Utility Plan
6. Grading and Drainage Plan
7. Landscape Plan / Parking Plan
8. Architectural Elevations
9. Photometric Site Lighting Plan / Fixture Cut Sheet
10. Floor Plan Delineating Tenant Space

J. 3 copies of any required reports (see page 11)
 – (Drainage, Environmental Site Assessment, Fiscal Impact, Traffic, Other)

K. Certified real estate appraisal

L. Sign criteria and details

M. Materials and color sample board

N. Written response to the SRU criteria (see Note at left and page 19)

O. Letter from abutting property owners

P. Legal description of ROW or easement to be vacated and graphic exhibit

Q. Other Documents (as determined necessary at the pre-application conference)

R. CD of all documents that can be produced electronically in PDF format.

Subdivision Plat Preliminary Plat Submittal Requirements

Form: (LMC 16.12.040)

- 1) Drawing scale of one inch equals 100 feet or larger.
- 2) Sheets shall be no larger than 24" x 36".
- 3) If more than one sheet, provide an index on the first sheet.
- 4) A vicinity sketch plan showing the location of the area as it relates to the community, including streets.

Contents: (LMC 16.12.050)

- 1) Proposed name of the subdivision.
- 2) Legal description, location and boundaries as part of a larger area.
- 3) Contours at two-foot intervals if the slope is less than 10% and five feet where the slope is greater than 10%.
- 4) Date of preparation, scale and designation as true north.
- 5) Name, address and phone number of owner and licensed surveyor, licensed engineer or designer of the plat.
- 6) Total acreage involved.
- 7) Location and dimensions of all existing streets, alleys, easements, drainage areas, irrigation ditches and laterals, and other significant features within or adjacent to the tract.
- 8) Approximate location and dimensions of all proposed streets, alleys, easements, lot lines, front building setback lines, and parks and other areas to be dedicated for public use.
- 9) Delineation of and technical material pertaining to areas of state interest as identified in chapter 17.32 and in other applicable ordinances.
- 10) Zoning on adjacent properties to the tract.
- 11) Site data including the number of residential lots and typical lot sizes.
- 12) Density of development.
- 13) Proposed uses.
- 14) Location and size of existing utilities within or adjacent to the tract including water, sewer, electricity and gas.
- 15) Proposed street names.
- 16) Preliminary drainage report.
- 17) Other preliminary information as may be required by the Planning Commission in order to adequately describe proposed utility systems, surface improvements and other construction projects contemplated within the area to be subdivided in order to assure the subdivision is capable of being constructed without an adverse effect upon the surrounding area.
- 18) Application form for rezoning, if required for the development of the subdivision.
- 19) Location of significant natural features such as trees, woodlands, lakes, hills, streams, wetlands, and floodplains, and historical and archaeological sites.
- 20) Location of the nearest existing or proposed schools intended to serve the residents of the subdivision.
- 21) Buffering proposed from collector and arterial streets, and where appropriate, adjacent uses;
- 22) Any proposed use, height, area or build limitations which do not violate applicable city zoning regulations.
- 23) Development phases or stages proposed in order to assure the availability of public service and the orderly development of the subdivision.
- 24) Any modifications proposed by the subdivider pursuant to section 16.24.010.
- 25) The maximum height proposed for all buildings and structures.
- 26) Proposed pedestrian and bikeways.
- 27) For residential subdivision, the location and nature of open space, park and recreation common areas proposed for the residents, in addition to the required public use dedication.

Subdivision Plat

Final Plat Submittal Requirements

Form: (LMC 16.12.080)

See Preliminary Plat Submittal Requirements
(page 14)
After approval by City Council follow the

information & directions on page 27 & 28 for
Finalize Documents, Prepare Mylars and
Recordation Instructions.

Contents: (LMC 16.12.090)

- 1) Title under which the subdivision is to be recorded.
- 2) Legal description, accurate dimensions of all lines, angles, and curves used to describe boundaries, streets, alleys, easements, areas to be reserved for public use, and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle, tangent, arc and chord distances and chord bearings. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field which must balance and close within a limit of one in 10,000. No final plat showing plus or minus dimensions will be approved.
- 3) Names of all adjoining subdivisions with dotted lines of abutting lots. If the adjoining land is unplatted, it should be shown as such.
- 4) An identification system for all lots and blocks and names of streets.
- 5) An identification of the streets, alleys, easements, parks, other public facilities as shown on the plat, and a dedication thereof to the public use.
- 6) Total acreage and surveyed description of the area.
- 7) A description of all monuments, both found and set, which mark the boundaries of the property, and a description of all control monuments used in conducting the survey.
- 8) A statement by the land surveyor that the survey was performed by him in accordance with C.R.S. 38-51-101 et seq., or under his direct responsibility, supervision and checking.
- 9) A statement by the land surveyor explaining how bearings were determined.
- 10) The signature and seal of the registered land surveyor.
- 11) A delineation of the extent of the 50-year and 100-year floodplain, the effective date thereof and that the floodplain is subject to change.
- 12) Signature block for the City Council with signatures by the mayor, and the city clerk.
- 13) Signature block for the Planning Commission with Resolution and Series numbers.
- 14) All other matters required to appear on the final plat by this title or by action of the Planning Commission or City Council approving the preliminary plat or final plat.
- 15) Other documents required at the time of submission of the final plat shall be:
 - a. Preliminary engineering drawings and outline specification for all public facilities to be installed, i.e., water and sewer utilities, streets and related improvements, bridges and storm drainage.
 - b. Agreements made with ditch companies when needed.
 - c. Guarantee for public improvements.

Guarantees: (LMC 16.12.100)

- 1) A form acceptable to the city, furnished by the subdivider to assure the installation of all public improvements.
- 2) Prior to approval of the final by City Council, the subdivider shall execute an agreement with the city that guarantees shall be furnished for the construction of all public improvements. Building permits will be issued for only that part of the plat for which the required financial guarantee or guarantees has or have been provided.
- 3) The agreement to furnish such guarantees shall be recorded to put purchasers and other interested parties on notice. Upon written request from the subdivider, a release may be obtained for a lot or lots from the City Council when the terms of the agreement have been satisfied for the lot or lots involved.
- 4) The agreement shall further provide that if at any time there is a breach of such agreement, the city may withhold approval of all building permits within the subdivision until such breach or breaches have been cured.

Planned Unit Development (PUD) Preliminary Submittal Requirements

Application Submission (LMC 17.28.160)

- A. An applicant shall make application to the city for approval of the PUD. The applicant shall accompany his application with a preliminary development plan as specified in this section.
- B. The preliminary development plan must include both a preliminary development plan map and a written statement. The plan must show adequate extraterritorial area surrounding the proposed PUD to demonstrate the relationship of the PUD to adjoining uses, both existing and proposed.
- C. The PUD map shall contain the following information:
 - 1) The existing topographic character of the land at a contour interval of two feet if the slope is less than 10% (spot elevations may be required if land is too flat for contours), and five feet where the slope is greater than 10%.
 - 2) Proposed land uses and their respective acreage.
 - 3) The type and character of the proposed development and, if applicable, the proposed number of dwelling units per gross residential acre.
 - 4) The location of proposed streets.
 - 5) The location and size of proposed public and semipublic uses both dedicated and other.
 - 6) The location of areas of state interest as identified by the planning commission.
 - 7) Delineation of development stages as described in subsection D4 of this section.
 - 8) Notes specifying general conditions such as street right-of-way width, curb cuts and access control, and other pertinent factors when applicable.
- 9) Any existing and proposed utilities and easements.
- D. The written statement to accompany the PUD map must contain the following information:
 - 1) An explanation of the character of the PUD and manner in which it has been planned to take advantage of the PUD regulations.
 - 2) A statement of the present ownership and legal description of all land included within the PUD.
 - 3) A list of owners of abutting properties and properties located within 500 feet of the property lines of the land included in the PUD, complete with their addresses from available county records.
 - 4) A general indication of the expected schedule of development.
 - 5) All written information pertaining to matters of state interest as specified in chapter 17.32.
- E. The applicant may submit any other information or exhibits which he deems pertinent to the evaluation of the proposed PUD, and the planning commission may request additional information which it deems necessary for adequate review and evaluation.
- F. Accompanying the application shall be an application fee which shall be in an amount set by the city manager in accordance with section 17.04.080. The applicant shall be billed by the city for unique costs incurred relative to the particular development. Such costs will be paid in full prior to approval of the final development plan.

Planned Unit Development (PUD) Final Submittal Requirements

Submission Requirements (LMC 17.28.280)

- A. The final development plan, which may reflect an entire development stage as delineated on the preliminary development plan or any logical parts thereof, must be submitted within one year following the approval of the preliminary development plan, unless a written request is made for an extension of one year and such request is approved. If the final development plan proposes development which exceeds the staging schedule, the need for deviation from the schedule shall be documented and a revised development schedule shall be submitted.
- B. The final development plan shall be prepared at a scale of not less than one inch equals 100 feet, and shall be submitted in sufficient detail to evaluate the building design and other features of the planned unit. The final development plan must contain, insofar as applicable, the following minimum information:
 - 1) The existing topographic character of the land at a contour interval of two feet if the slope is less than 10% (spot elevations may be required if land is too flat for contours), and five feet where the slope is greater than 10%.
 - 2) The proposed land uses and their respective acreage.
 - 3) The location and size of all proposed buildings, structures, utilities, easements and other improvements.
 - 4) The maximum height of all buildings shall be stipulated. Specific consideration must be given to the maximum height of structures or significant views which may be obscured.
 - 5) The density and type of dwellings, if applicable.
 - 6) The location, number of lanes, median width, curb cuts, access control and proposed turning movement restrictions of arterial streets.
 - 7) The location of collector and local streets.
 - 8) The off-street parking areas, service areas including trash areas, loading areas and provisions for bicycle trails and bicycle storage.
 - 9) The location, height and size of proposed signs, lighting and advertising devices.
 - 10) The areas to be dedicated to the city or reserved as common areas.
 - 11) The 100-year floodplain and floodway, if applicable.
 - 12) A general landscape plan at the time of submission to be followed by a detailed landscape plan once the plan has been approved showing the spacing, sizes and specific types of landscaping material, including parking areas.
 - 13) Proposed architectural elevations.
 - 14) A development schedule setting forth timing for construction of the development.
- C. Copies of any special agreements, conveyances, restrictions, or covenants which will govern the use, maintenance and continued protection of the planned unit and any of its common park areas must accompany the final development plan.
- D. The applicant may submit any other information or exhibits he deems pertinent in evaluating his proposed planned unit development, and the planning commission may request additional information which it deems necessary for adequate review and evaluation.

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Special Review Use (SRU)

Formal Written Response Requirements

Formal written response to each of the following Special Review Use criteria:
(LMC Section 170.40.100 – Criteria and conditions for approval)

- 1) *That the proposed use / development is consistent in all respects with the spirit and intent of the comprehensive plan and of this chapter, and that it would not be contrary to the general welfare and economic prosperity of the city or the immediate neighborhood;*
- 2) *That such use / development will lend economic stability, compatible with the character of any surrounding established areas;*
- 3) *That the use / development is adequate for internal efficiency of the proposal, considering the functions of residents, recreation, public access, safety and such factors including storm drainage facilities, sewage and water facilities, grades, dust control and such other factors directly related to public health and convenience;*
- 4) *That external effects of the proposal are controlled, considering compatibility of land use; movement or congestion of traffic; services, including arrangement of signs and lighting devices as to prevent the occurrence of nuisances; landscaping and other similar features to prevent the littering or accumulation of trash, together with other factors deemed to effect public health, welfare, safety and convenience;*
- 5) *That an adequate amount and proper location of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.*

SAMPLE PLANNING COMMISSION AGENDA

City of Louisville
Planning Commission
6:30 p.m.
City Council Chambers
City Hall
749 Main Street
Second Floor

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes From Previous Meeting
5. Public Comment on Items Not on the Agenda
6. Regular Business – Items recommended for Continuance / Withdrawal
7. Regular Business – Public Hearing Items
 - a. Chair Open Public Hearing
 - b. Commission Members Disclosure of Site Visits, Ex Parte Contacts
 - c. Public Notice Certification by Staff
 - d. Staff Presentation of Analysis, Facts and Issues
 - e. Commission Members Questions to Staff
 - f. Applicant Presentation
 - g. Commission Members Questions of Applicant and Staff (if necessary)
 - h. Chair calls for Public Comment (Duration of testimony may be limited)
 - i. Applicant response to public comments / summary
 - j. Additional Commission Questions of Applicant and / or Staff
 - k. Staff and Applicant Summary and Recommendation
 - l. Chair Closes Public Hearing
 - m. Commission Member Discussion
 - n. Chair Requests Motion on the Application
 - o. Roll Call Vote
8. Items Tentatively Scheduled For Next Commission Meeting
9. Discussion and Direction
10. Staff Comments
11. Planning Commission Comments
12. Discussion Items for next meeting
13. Adjourn

Regular meetings are held on the second Thursday of each month in City Council Chambers, second floor of City Hall, at 6:30 PM. Overflow meetings are held, as needed, on the fourth Thursday of each month in City Council Chambers, second floor of City Hall, at 6:30 PM.

Required Certificates / Signature Blocks

For Subdivision Plats

** ** ** ** ** ** ** ** ** ** ** ** ** **

OWNERSHIP SIGNATURE BLOCK

Have laid out, platted and subdivided the same into lots under the name of _____ and also dedicate easements as shown on said _____ as laid out and designated on this plat.

Witness my/our hand(s) seal(s) this ____ day of _____, 20____. (Notary Seal)

Owner Name & Signature

Notary Name (print)

Notary Signature

PLANNING COMMISSION CERTIFICATE

Approved this ____ day of _____, 20____ by the Planning Commission of the City of Louisville, Colorado.

Resolution No. _____, Series _____

CITY COUNCIL CERTIFICATE

Approved this ____ day of _____, 20____ by the City Council of the City of Louisville, Colorado.

Resolution No. _____, Series _____

(City Seal)

Mayor Signature

City Clerk Signature

CLERK AND RECORDER CERTIFICATE

(COUNTY OF BOULDER, STATE OF COLORADO)

I hereby certify that this instrument was filed in my office at _____ o'clock, _____. M., this _____ day of _____, 20____, and is recorded in Plan File _____,

Fee _____ paid.

_____ Film No.

_____ Reception.

Clerk & Recorder

Deputy

DEDICATION/LEGAL DESCRIPTION BLOCKS FOR SUBDIVISION PLATS

STANDARD LAND DEDICATION LANGUAGE

HAS LAID OUT, SUBDIVIDED AND PLATTED SAID LAND AS PER DRAWING
HEREON CONTAINED UNDER THE NAME AND STYLE OF

A SUBDIVISION OF A PART OF THE CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, AND BY THESE PRESENTS DO HEREBY DEDICATE TO THE CITY OF LOUISVILLE AND THE PUBLIC, THE INGRESS-EGRESS AND FIRE LANE EASEMENTS AS SHOWN ON THE ACCOMPANYING PLAT FOR VEHICULAR, PEDESTRIAN AND EMERGENCY ACCESS, AS SHOWN ON THE ACCOMPANYING PLAT FOR THE PUBLIC USE THEREOF FOREVER AND DOES FURTHER DEDICATE TO THE USE OF THE CITY OF LOUISVILLE AND ALL MUNICIPALLY OWNED AND/OR FRANCHISED UTILITIES AND SERVICES THOSE PORTIONS OF SAID REAL PROPERTY WHICH ARE SO DESIGNATED AS EASEMENTS AND RIGHT-OF-WAYS FOR THE CONSTRUCTION, INSTALLATION, OPERATION, MAINTENANCE, REPAIR AND REPLACEMENT FOR ALL SERVICES, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, TELEPHONE AND ELECTRIC LINES, WORKS, POLES AND UNDERGROUND CABLES, GAS PIPELINES, WATER PIPELINES, SANITARY SEWER LINES, STREET LIGHTS, CULVERTS, HYDRANTS, DRAINAGE DITCHES AND DRAINS AND ALL APPURTENANCES THERETO, IT BEING EXPRESSLY UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT ALL EXPENSES AND COSTS INVOLVED IN CONSTRUCTING AND INSTALLING SANITARY SEWER SYSTEM WORKS AND LINES, GAS SERVICE LINES, ELECTRICAL SERVICE WORKS AND LINES, STORM SEWERS AND DRAINS, STREET LIGHTING, GRADING AND LANDSCAPING, CURBS, GUTTERS, STREET PAVEMENT, SIDEWALKS AND OTHER SUCH UTILITIES AND SERVICES SHALL BE GUARANTEED AND PAID FOR BY THE SUBDIVIDER OR ARRANGEMENTS MADE BY THE SUBDIVIDER THEREOF WHICH ARE APPROVED BY THE CITY OF LOUISVILLE, COLORADO, AND SUCH SUMS SHALL NOT BE PAID BY THE CITY OF LOUISVILLE, COLORADO, AND THAT ANY ITEM SO CONSTRUCTED OR INSTALLED WHEN ACCEPTED BY THE CITY OF LOUISVILLE, COLORADO, SHALL BECOME THE SOLE PROPERTY OF SAID CITY OF LOUISVILLE, COLORADO, EXCEPT PRIVATE ROADWAY CURBS, GUTTER AND PAVEMENT AND ITEMS OWNED BY MUNICIPALLY FRANCHISED UTILITIES WHICH WHEN CONSTRUCTED OR INSTALLED, SHALL REMAIN THE PROPERTY OF THE OWNER AND SHALL NOT BECOME THE PROPERTY OF THE CITY OF LOUISVILLE, COLORADO.

Legal Description

Know all men by these presents, that the undersigned being the owner of a tract of land (Section, Township and Range) 6th principal meridian, City of Louisville, Boulder County, State of Colorado, and being more particularly described as follows:

Required PUD & SRU Certificates / Signature Blocks

** ** * * * * * * * * * * * *

OWNERSHIP SIGNATURE BLOCK

By signing this PUD, the owner acknowledges and accepts all the requirements and intent set forth in this PUD. Witness my/our hand(s) seal(s) this ____ day of _____, 20__.

Owner Name and Signature

Notary Name (print) (Notary Seal)

Notary Signature

My Commission
Expires _____

CLERK AND RECORDER CERTIFICATE

(COUNTY OF BOULDER, STATE OF COLORADO)

I hereby certify that this instrument was filed in my office at _____ o'clock, _____. M., this ____ day of _____, 20__, and is recorded in Plan File _____, Fee _____ paid. _____ Film No. _____ Reception.

Clerk & Recorder

Deputy

PLANNING COMMISSION CERTIFICATE

Approved this ____ day of _____, 20__ by the Planning Commission of the City of Louisville, Colorado.
Resolution No. _____, Series _____

CITY COUNCIL CERTIFICATE

Approved this ____ day of _____, 20__ by the City Council of the City of Louisville, Colorado.
Resolution No. _____, Series _____

(City Seal)

Mayor Signature

City Clerk Signature

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Finalize Documents, Prepare Mylars and Recordation Instructions

Planned Unit Development (PUD) and Subdivision Plat (Plat):

- 1) After receiving final approval from City Council, a paper copy of the final PUD or Plat documents should be provided to Planning Staff for review. The paper copy should incorporate all changes made during the review process. It also represents what the applicant intends to have recorded with the Boulder County Clerk and Recorder.
- 2) Planning Staff will review the documents to ensure all changes made during the review process have been incorporated into the final copy. Staff will notify the applicant of any edits needing to be made.
- 3) When the paper copy is determined by staff to be complete, the applicant will be notified and the documents can then be produced on Mylar film. (See Mylar Film Preparation below)
- 4) Two sets of Mylar documents are required for recordation. Each set is required to contain original signatures from the development team (i.e., ownership group, surveyor's signature and seal, attorney, etc.).
- 5) Once the required signatures mentioned in step 4 have been obtained, the applicant will deliver the documents to the Planning Department for the signature of Louisville City Council and any other required City department or commission.
- 6) After the City has completed all the required signatures, the applicant will be contacted to pick up the signed Mylars from City Hall.
- 7) The applicant will deliver the signed Mylars to the Boulder County Clerk and Recorder for recordation. All appropriate recording fees will be paid by the applicant.

Notes:

- 1) Building permits associated with a particular PUD will **NOT** be issued before the City of Louisville receives confirmation from the Boulder County Clerk and Recorder that the PUD has been recorded.
- 2) Recordation of multiple documents (subdivision and development agreements) will be coordinated by City Staff.

continued

Mylar Film Preparation:

The following information is to aid the applicant in the final preparation of the Mylar Film. This information was provided by the Boulder County Clerk and Recorder.

- 1) Two sets of documents are to be made from a dimensionally stable Mylar: at least three (3) mills thick
- 2) Printed as a photographic process – heat set – with non-fading, permanent, reproducible ink on the front of the Mylar
- 3) Black ink only – no color or light gray print
- 4) Original signatures and seals only
- 5) Dimensions are to be 24” x 36” with:
 - a. A minimum ½ inch margin on all sides.
- 6) The words “Site Plan” can **NOT** appear anywhere on the document
- 7) The check for the recording fee should be written to the Boulder County Clerk and Recorder. The recording fees, which are based on only one set of documents, are as follows:
 - a. \$11.00 for the first page
 - b. \$10.00 for each additional page

CITY OF LOUISVILLE - Development Review Schedule

JANUARY - DECEMBER (2015)

Subdivision Plat, Planned Unit Development & Special Review Use

- The following schedules represent an optimal timeline and assumes no delays in the review process.
- Issues identified during the review process may cause a delay in any of the public hearing dates.
- City Council hearing dates are subject to agenda availability.
- Items in **BOLD** type are the responsibility of the Applicant.
- *Shaded, italicized steps are the responsibility of City Staff.*

- A pre-application conference, with a Planner and possibly other City staff, is required **PRIOR** to submitting any application.
- An appointment is required for both the Pre-application Conference and the Submittal.
- Following the approval of a preliminary application, a final application may be submitted per the listed application deadline dates within ONE YEAR of the preliminary approval.

REGULAR DEVELOPMENT REVIEW SCHEDULE

Pre-Application Conference	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Application DEADLINE - BY APPOINTMENT ONLY	10/02/14	11/06/14	12/04/14	01/01/15	02/05/15	03/05/15	04/02/15	05/07/15	06/04/15	07/02/15	08/06/15	09/03/15
<i>Pre-Development Review Committee - packet distribution</i>	<i>10/06/14</i>	<i>11/10/14</i>	<i>12/08/14</i>	<i>01/05/15</i>	<i>02/09/15</i>	<i>03/09/15</i>	<i>04/06/15</i>	<i>05/11/15</i>	<i>06/08/15</i>	<i>07/06/15</i>	<i>08/10/15</i>	<i>09/07/15</i>
<i>Referral packets to outside agencies</i>	<i>10/08/14</i>	<i>11/12/14</i>	<i>12/10/14</i>	<i>01/07/15</i>	<i>02/11/15</i>	<i>03/11/15</i>	<i>04/08/15</i>	<i>05/13/15</i>	<i>06/10/15</i>	<i>07/08/15</i>	<i>08/12/15</i>	<i>09/09/15</i>
<i>Advisory Board Referral Period</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<i>Regular - Development Review Committee Meeting</i>	<i>11/06/14</i>	<i>12/11/14</i>	<i>01/08/15</i>	<i>02/05/15</i>	<i>03/12/15</i>	<i>04/09/15</i>	<i>05/07/15</i>	<i>06/11/15</i>	<i>07/09/15</i>	<i>08/06/15</i>	<i>09/10/15</i>	<i>10/08/15</i>
<i>Referral comments due to Planning Staff</i>	<i>11/20/14</i>	<i>12/23/14</i>	<i>01/22/15</i>	<i>02/19/15</i>	<i>03/26/15</i>	<i>04/23/15</i>	<i>05/21/15</i>	<i>06/25/15</i>	<i>07/23/15</i>	<i>08/20/15</i>	<i>09/24/15</i>	<i>10/22/15</i>
<i>Referral comments to Applicant</i>	<i>11/27/14</i>	<i>12/31/14</i>	<i>01/29/15</i>	<i>02/26/15</i>	<i>04/02/15</i>	<i>04/30/15</i>	<i>05/28/15</i>	<i>07/02/15</i>	<i>07/30/15</i>	<i>08/27/15</i>	<i>10/01/15</i>	<i>10/29/15</i>
Submit revised plans per staff comments	12/12/14	01/16/15	02/13/15	03/13/15	04/17/15	05/15/15	06/12/15	07/17/15	08/14/15	09/11/15	10/16/15	11/13/15
<i>Advertise Planning Commission Hearing</i>	<i>12/17/14</i>	<i>01/21/15</i>	<i>02/18/15</i>	<i>03/18/15</i>	<i>04/22/15</i>	<i>05/20/15</i>	<i>06/17/15</i>	<i>07/22/15</i>	<i>08/19/15</i>	<i>09/16/15</i>	<i>10/21/15</i>	<i>11/18/15</i>
<i>Planning Commission packets out</i>	<i>12/31/14</i>	<i>02/04/15</i>	<i>03/04/15</i>	<i>04/01/15</i>	<i>05/06/15</i>	<i>06/03/15</i>	<i>07/01/15</i>	<i>08/05/15</i>	<i>09/02/15</i>	<i>09/30/15</i>	<i>11/04/15</i>	<i>12/02/15</i>
Planning Commission Public Hearing	01/08/15	02/12/15	03/12/15	04/09/15	05/14/15	06/11/15	07/09/15	08/13/15	09/10/15	10/08/15	11/12/15	12/10/15
Submit plans per staff comments	01/26/15	02/23/15	03/30/15	04/27/15	05/25/15	06/29/15	07/27/15	08/24/15	09/28/15	10/26/15	11/23/15	12/28/15
<i>Advertise City Council Public Hearing (if needed)</i>	<i>01/28/15</i>	<i>02/25/15</i>	<i>03/31/15</i>	<i>04/29/15</i>	<i>05/27/15</i>	<i>07/01/15</i>	<i>07/29/15</i>	<i>08/26/15</i>	<i>09/30/15</i>	<i>10/28/15</i>	<i>11/25/15</i>	<i>12/30/15</i>
<i>City Council packets out</i>	<i>02/13/15</i>	<i>03/13/15</i>	<i>04/16/15</i>	<i>05/15/15</i>	<i>06/12/15</i>	<i>07/17/15</i>	<i>08/14/15</i>	<i>09/11/15</i>	<i>10/16/15</i>	<i>11/13/15</i>	<i>12/11/15</i>	<i>01/15/16</i>
City Council Public Hearing	02/17/15	03/17/15	04/20/15	05/19/15	06/16/15	07/21/15	08/18/15	09/15/15	10/20/15	11/17/15	12/15/15	01/19/16
Applicant-Staff informational meeting no later than:	02/27/15	03/27/15	04/30/15	05/29/15	06/26/15	07/31/15	08/28/15	09/25/15	10/30/15	11/27/15	12/23/15	01/29/16

BOARD OF ADJUSTMENT REVIEW SCHEDULE

Pre-Application Conference	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Application DEADLINE - BY APPOINTMENT ONLY	12/23/14	01/23/15	02/20/15	03/20/15	04/24/15	05/22/15	06/19/15	07/24/15	08/21/15	09/25/15	10/23/15	11/20/15
<i>Development Review Committee</i>	<i>12/27/14</i>	<i>01/27/15</i>	<i>02/24/15</i>	<i>03/24/15</i>	<i>04/28/15</i>	<i>05/26/15</i>	<i>06/23/15</i>	<i>07/28/15</i>	<i>08/25/15</i>	<i>09/29/15</i>	<i>10/27/15</i>	<i>11/24/15</i>
<i>Advertise Public Hearing</i>	<i>12/31/14</i>	<i>01/28/15</i>	<i>02/25/15</i>	<i>03/25/15</i>	<i>04/29/15</i>	<i>05/27/15</i>	<i>06/24/15</i>	<i>07/29/15</i>	<i>08/26/15</i>	<i>09/30/15</i>	<i>10/28/15</i>	<i>11/25/15</i>
Pick up Public Hearing Poster	01/08/15	02/05/15	03/05/15	04/02/15	05/07/15	06/04/15	07/02/15	08/06/15	09/03/15	10/08/15	11/05/15	12/03/15
Post Public Hearing Poster	01/09/15	02/06/15	03/06/15	04/03/15	05/08/15	06/05/15	07/03/15	08/07/15	09/04/15	10/09/15	11/06/15	12/04/15
<i>Board packets out</i>	<i>01/16/15</i>	<i>02/13/15</i>	<i>03/13/15</i>	<i>04/10/15</i>	<i>05/15/15</i>	<i>06/12/15</i>	<i>07/10/15</i>	<i>08/14/15</i>	<i>09/11/15</i>	<i>10/16/15</i>	<i>11/13/15</i>	<i>12/11/15</i>
Board of Adjustment-Public Hearing	01/21/15	02/18/15	03/18/15	04/15/15	05/20/15	06/17/15	07/15/15	08/19/15	09/16/15	10/21/15	11/18/15	12/16/15

	FEE	Project types requiring a public hearing are noted with **. Project types requiring a public hearing will also pay a publication fee of \$85.00 for each required public notice.
ANNEXATION & ZONING		
Annexation & initial zoning **	\$6415	
Rezoning **	\$3810	
Zoning Map Amendment **	\$480	
PLANNED UNIT DEVELOPMENT		
PUD – preliminary review (≤ 7 acres) **	\$2590	
PUD – final review (≤ 7 acres) **	\$2590	
PUD – preliminary review (> 7 acres) **	\$3165	
PUD – final review (> 7 acres) **	\$2590	
PUD – amendment **	\$1715	
Administrative PUD amendment	\$515	
SUBDIVISION		
Preliminary plat (≤ 15 acres) **	\$1240	
Preliminary plat (> 15 acres) **	\$3240	
Final plat (all) & Final agreement(s) (with final PUD) **	\$965	
Final plat (not accompanied by a PUD) **	\$1775	
Minor subdivision **	\$1775	
SPECIAL REVIEW USE		
Special Review Use (SRU) **	\$1110	
SRU amendment **	\$910	
SRU (use only, no development) **	\$420	
SRU administrative amendment (70% cost of SRU no development)	\$335	
Day Care (Neighborhood 6 – 12 children) **	\$345	
Planned Community Zone District		
PCZD (≤ 100 acres) **	\$4920	
PCZD (> 100 acres) **	\$6525	
Minor PCZD amendment **	\$760	
TEMPORARY USES		
Temporary use permit (administrative)	\$185	
Temporary use permit (public review) **	\$260	
Temporary sign permit	\$90	
CMRS FACILITY		
Public review **	\$6515	
Administrative review	\$2790	
OTHER LAND USE FEES		
Louisville Municipal Code Amendment **	\$420	
Easement or right-of-way vacation **	\$1785	
Floodplain development permit **	\$395	
Historic Preservation Commission – Major Demo Permit Review	\$445	
Historic Preservation Commission – Minor Demo Permit Review	\$50	
Variance or Appeal of the Zoning Administrator Decision	\$725	
Variance – After the fact **	\$975	
Oil & gas production permit **	\$1225	
1041 Permit **	\$1225	
Vested Right Request **	\$1540	
LP Gas Sales and Exchange	\$565	

These fees are adopted pursuant to City of Louisville Ordinance No. 1291, Series 1998 and Ordinance No.1603, Series 2011. Signed and ordered this day, December 17, 2013:

Malcolm Fleming

Malcolm Fleming, City Manager

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LAND USE APPLICATION

CASE NO. _____

APPLICANT INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

OWNER INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

REPRESENTATIVE INFORMATION

Firm: _____

Contact: _____

Address: _____

Mailing Address: _____

Telephone: _____

Fax: _____

Email: _____

PROPERTY INFORMATION

Common Address: _____

Legal Description: Lot _____ Blk _____
Subdivision _____

Area: _____ Sq. Ft.

TYPE (S) OF APPLICATION

- ☐ Annexation
- ☐ Zoning
- ☐ Preliminary Subdivision Plat
- ☐ Final Subdivision Plat
- ☐ Minor Subdivision Plat
- ☐ Preliminary Planned Unit Development (PUD)
- ☐ Final PUD
- ☐ Amended PUD
- ☐ Administrative PUD Amendment
- ☐ Special Review Use (SRU)
- ☐ SRU Amendment
- ☐ SRU Administrative Review
- ☐ Temporary Use Permit: _____
- ☐ CMRS Facility: _____
- ☐ Other: (easement / right-of-way; floodplain; variance; vested right; 1041 permit; oil / gas production permit)

PROJECT INFORMATION

Summary: _____

Current zoning: _____ Proposed zoning: _____

SIGNATURES & DATE

Applicant: _____

Print: _____

Owner: _____

Print: _____

Representative: _____

Print: _____

CITY STAFF USE ONLY

- ☐ Fee paid: _____
- ☐ Check number: _____
- ☐ Date Received: _____